

05


SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <small>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30</small>				1. REQUISITION NUMBER REQ-2700-06-0007		PAGE OF 1	
2. CONTRACT NO. NNG04DA38B		3. AWARD/ EFFECTIVE DATE 02/27/2006		4. ORDER NUMBER CPSC-F-06-0037		5. SOLICITATION NUMBER	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME William Graves		b. TELEPHONE NUMBER (No collect calls) 301-504-7045		8. OFFER DUE DATE/LOCAL TIME	
9. ISSUED BY CONSUMER PRODUCT SAFETY COMMISSION DIV OF PROCUREMENT SERVICES 4330 EAST WEST HWY ROOM 517 BETHESDA MD 20814				10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> EMERGING SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: 423430 SIZE STANDARD: 100			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS Net 30		13a. THIS CONTRACT IS A RATED ORDER UNDER OPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING	
15. DELIVER TO CONSUMER PRODUCT SAFETY COMMISSION DIVISION OF TECHNOLOGY SERVICES 4330 EASTWEST HIGHWAY ROOM 506 BETHESDA MD 20814		16. ADMINISTERED BY CONSUMER PRODUCT SAFETY COMMISSION DIV OF PROCUREMENT SERVICES 4330 EAST WEST HWY ROOM 517 BETHESDA MD 20814		14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP			
17a. CONTRACTOR/OFFEROR CDW GOVERNMENT ATTN: AMELIE KIDD 230 N MILWAUKEE AVE VERNON HILLS IL 60061-1577		18a. PAYMENT WILL BE MADE BY CONSUMER PRODUCT SAFETY COMMISSION DIVISION OF FINANCIAL SERVICES 4330 EAST WEST HWY, ROOM 522 BETHESDA MD 20814		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY		22. UNIT	
		Tax ID Number: 36-4230110 DUNS Number: 026157235 THE CONTRACTOR SHALL PROVIDE THE FOLLOWING FOUNDRY SWITCHES AND TRAINING IN ACCORDANCE WITH NASA SEWP III CONTRACT NUMBER NNG04DA38B AND QUOTATION BBF1475 DATED FEBRUARY 27, 2006. Training shall be completed within one year of the contract effective date. (Use Reverse and/or Attach Additional Sheets as Necessary)					
						23. UNIT PRICE	
						24. AMOUNT	
25. ACCOUNTING AND APPROPRIATION DATA 06-PS-EXFM-2400-99948-311E				26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$640,536.73			
27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDEND <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED				27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED			
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT REF. _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR see page 2a				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) 			
30b. NAME AND TITLE OF SIGNER (Type or print)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (Type or print) Kim Miles		31c. DATE SIGNED 2/27/06	

FEB-27-2006 15:59

US CPSC ADPS

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P.02/11

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30		1. REQUISITION NUMBER REQ-2700-06-0007		PAGE OF 1	
2. CONTRACT NO. NNG04DA38B		3. AWARD EFFECTIVE DATE 02/27/2006		4. ORDER NUMBER CPSC-F-06-0037	
7. FOR SOLICITATION INFORMATION CALL: 		a. NAME William Graves		b. TELEPHONE NUMBER (No collect calls) 301-504-7045	
8. ISSUED BY CONSUMER PRODUCT SAFETY COMMISSION DIV OF PROCUREMENT SERVICES 4330 EAST WEST HWY ROOM 517 BETHESDA MD 20814		CODE FMPS		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> EMERGING SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> (A) NAME: 423430 SIZE STANDARD: 100	
11. DELIVERY FOR FOR DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS Net 30		13. RATING	
15. DELIVER TO CONSUMER PRODUCT SAFETY COMMISSION DIVISION OF TECHNOLOGY SERVICES 4330 EASTWEST HIGHWAY ROOM 506 BETHESDA MD 20814		CODE ISTS		16. ADMINISTERED BY CONSUMER PRODUCT SAFETY COMMISSION DIV OF PROCUREMENT SERVICES 4330 EAST WEST HWY ROOM 517 BETHESDA MD 20814	
17a. CONTRACTOR/OFFEROR CDW GOVERNMENT ATTN: AMELIE KIDD 230 N MILWAUKEE AVE VERNON HILLS IL 60061-1577		CODE 026157235		FACILITY CODE	
17b. PAYMENT WILL BE MADE BY CONSUMER PRODUCT SAFETY COMMISSION DIVISION OF FINANCIAL SERVICES 4330 EAST WEST HWY, ROOM 522 BETHESDA MD 20814		CODE FMPS			
TELEPHONE NO. (800) 808-4239					

☐ 17c. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER18. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 16a UNLESS BLOCK BELOW IS CHECKED ☐ SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	Tax ID Number: 36-4230110 DUNS Number: 026157235 THE CONTRACTOR SHALL PROVIDE THE FOLLOWING FOUNDRY SWITCHES AND TRAINING IN ACCORDANCE WITH NASA SEMP III CONTRACT NUMBER NNG04DA38B AND QUOTATION BBF1475 DATED FEBRUARY 27, 2006. Training shall be completed within one year of the contract effective date. (Use Reverse and/or Attach Additional Sheets as Necessary)				

25. ACCOUNTING AND APPROPRIATION DATA

06-PS-EXEM-2400-99948-311B

26. TOTAL AWARD AMOUNT (For Govt. Use Only)

\$640,536.73

☐ 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDUM ☐ ARE ☐ ARE NOT ATTACHED

☐ 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDUM ☐ ARE ☐ ARE NOT ATTACHED

☐ 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.

☒ 29. AWARD OF CONTRACT REF. OFFER DATED _____, YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR

31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)

30b. NAME AND TITLE OF SIGNER (Type or print)

30c. DATE SIGNED

31b. NAME OF CONTRACTING OFFICER (Type or print)

31c. DATE SIGNED

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1448 (REV. 3/2005)
Prescribed by GSA - FAR (48 CFR) 53.212

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	Shipment of switches shall be made within thirty (30) days of the contract effective date.				
0001	PART NUMBER: 830815 Foundry BI-RX-16 Chassis 1 MR 3 SWF3 FOU-BI-RX-16-AC	1	EA	24,600.00	24,600.00
0002	PART NUMBER: 830817 Foundry Management Module Bigiron RX Series FOU-RX-BI-MR	1	EA	4,950.00	4,950.00
0003	PART NUMBER: 819307 Foundry 24- PT 1-GE SFP BI RX FNC-RX-B124F	2	EA	6,300.00	12,600.00
0004	PART NUMBER: 819305 Foundry 24-PT 10/100/1000 Base-T, BI RX FNC-RX-BI24C	8	EA	5,600.00	44,800.00
0005	PART NUMBER: 295544 Continued ...	14	EA	330.00	4,620.00

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED☐ INSPECTED☐ NOTED: ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS32b. SIGNATURE OF AUTHORIZED GOVERNMENT
REPRESENTATIVE

32c. DATE

32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER

34. VOUCHER NUMBER

35. AMOUNT VERIFIED
CORRECT FOR

36. PAYMENT

37. CHECK NUMBER

☐ PARTIAL ☐ FINAL☐ COMPLETE ☐ PARTIAL ☐ FINAL

38. S/R ACCOUNT NUMBER

39. S/R VOUCHER NUMBER

40. PAID BY

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT

42a. RECEIVED BY (Print)

41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER

41c. DATE

42b. RECEIVED AT (Location)

42c. DATE REC'D (YY/MM/DD)

42d. TOTAL CONTAINERS

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
NNG04DA38B/CPSC-F-06-0037

PAGE 3 OF 10

NAME OF OFFEROR OR CONTRACTOR

CDW GOVERNMENT

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Foundry 1000BSX MINIGBIC MMF LC FNC-E1MG-SX				
0006	PART NUMBER: 831904 Foundry BI-RX-8 CHASSIS 1 MR 2 SWF3 FOU-BI RX-8-AC	6	EA	18,400.00	110,400.00
0007	PART NUMBER: 830826 Foundry RX-8 & RX-16 CHASSIS AC PWR FOU-RX-ACPWR-F-SYS	6	EA	1,450.00	8,700.00
0008	PART NUMBER: 819307 Foundry 24PT 1-GE SFP BI RX FNC-RX-BI24F	6	EA	6,300.00	37,800.00
0009	PART NUMBER: 819305 Foundry 24PT 10/100/1000BASE-T BI RX FNC-RX-BI24C	42	EA	5,600.00	235,200.00
0010	PART NUMBER: 295544 Foundry 1000BSX MINIGBIC MMF LC FNC-E1MG-SX	24	EA	330.00	7,920.00
0011	PART NUMBER: 647290 Foundry FASTIRON GRIDIRON X448 48PT FOU-FESX448	2	EA	5,650.00	11,300.00
0012	PART NUMBER: 648546 Foundry X424 10/100/1000 24PT FOU-FESX424	4	EA	3,430.00	13,720.00
	Continued ...				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
NNG04DA38B/CPSC-F-06-0037PAGE OF
4 10

NAME OF OFFEROR OR CONTRACTOR

CDW GOVERNMENT

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0013	PART NUMBER: 295544 Foundry 1000BSX MINIGBIC MMF LC FNC-E1MG-SX	12	EA	330.00	3,960.00
0014	PART NUMBER: 544100 Foundry A/B/G WIRELESS ACCESS POINT FNC- IP200-US	3	EA	500.40	1,501.20
0015	PART NUMBER: 652592 FOUNDRY Ironpower 600 6 PT POE Inject FOU-FIP-600	3	EA	500.00	1,500.00
0016	PART NUMBER: 830624 Foundry IP 600 Rack Kit FOU-FIP-600-Rack	3	EA	23.27	69.81
0017	PART NUMBER: 313453 Foundry IRONVIEW NETWORK MGMT FOR NT FOU-IVIEW-NT	1	EA	7,000.00	7,000.00
0018	PART NUMBER 634928 Foundry Ironview Network, Ironpoint FOU-IVIEW-IP-WINDOWS	1	EA	1,445.00	1,445.00
0019	PART NUMBER: 830827 Foundry TechNet Gold Suport, BigIron RX MFG#: FOU-GOLD-BI-RX-16-AC	1	EA	13,900.00	13,900.00
0020	PART NUMBER: 896481 Foundry Technet Gold F/ Biglron RX-8 FOU-GOLD-BI-RX-8-AC	6	EA	8,500.00	51,000.00
Continued ...					

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
NNG04DA38B/CPSC-F-06-0037PAGE OF
5 10

NAME OF OFFEROR OR CONTRACTOR

CDW GOVERNMENT

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0021	PART NUMBER: 377933 Foundry Iron View Yearly Support MFG#: FOU-IVIEW-SW	1	EA	1,595.00	1,595.00
0022	PART NUMBER: 651977 Foundry IRON VIEW NTWK MGR ANN SUP FOU-IVIEW-IP-SW	1	EA	300.00	300.00
0023	PART NUMBER: 678868 Foundry TECHNET GOLD SUPPORT X448 FOU-GOLD-FESX448	2	EA	840.00	1,680.00
0024	PART NUMBER: 648549 Foundry TECHNET GOLD SUPPORT X424 FOU-GOLD-FESX424	4	EA	486.28	1,945.12
0025	PART NUMBER: 819305 Foundry 24PT 10/100/1000BASE-T BI RX FNC-RX-BI24C	1	EA	5,600.00	5,600.00
0026	PART NUMBER: 819307 Foundry 24PT 1-GE SFP BI RX FNC-RX-BI24F	1	EA	6,300.00	6,300.00
0027	PART NUMBER: 295544 Foundry 1000BSX MINIGBIC MMF LC FNC-E1MG-SX	2	EA	330.00	660.00
0028	PART NUMBER: 830817 Foundry MGMT MOD BIGIRON RX SERIES FOU-RX-BI-MR Continued ...	1	EA	4,950.00	4,950.00

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
NNG04DA38B/CPSC-F-06-0037PAGE OF
6 10

NAME OF OFFEROR OR CONTRACTOR

CDW GOVERNMENT

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0029	PART NUMBER: 896316 Foundry SWTC FABRIC BIGIRON RX8-16 MFG#: FOU-RX-BI-SFM3	1	EA	5,450.00	5,450.00
0030	PART NUMBER: 924059 Foundry BI RX 8 SLOT SPARE CHASSIS MFG#: FOU-BI-RX-8-S	1	EA	4,700.00	4,700.00
0031	PART NUMBER: 487752 Foundry TRAIN SWRTRSVRIRN 5DYS USA FOU-TRNG0305-USA	3	EA	2,078.00	6,234.00
0032	PART NUMBER: 566116 SEWP SURCHARGE FEE CDW-SEWPZ THE CPSC PROJECT OFFICER IS JIM BULLMAN AT (301) 504-7006. THE CONTRACTOR SHALL PROVIDE TRAINING FOR UP TO (3) THREE EMPLOYEES Total amount of award: \$640,536.73. The obligation for this award is shown in box 26.	1	EA	4,136.60	4,136.60

52.0000-4004A CONTRACTOR'S NOTE

Deliveries and/or shipments shall not be left at the Loading Dock. All deliveries shall be considered "inside deliveries" to the appropriate room at the Consumer Product Safety Commission (CPSC) and in accordance with the instructions below. When scheduling deliveries the purchase order number shall always be referenced and all packages shall clearly display the Purchase Order Number on the outside of the cartons and/or packages, to include the packing slip.

ATTENTION GOVERNMENT VENDOR

A. DELIVERY INSTRUCTIONS FOR LARGE OR HEAVY ITEMS:

If the shipment or item being delivered requires use of a loading dock, advance notification is required. The contractor shall contact Mr. Arliss Butler, Shipping and Receiving Coordinator at (240) 882-6386 or Mr. Ray Garcia, Property Management Officer at (301) 504-7113, forty-eight (48) hours in advance of the date the items are to arrive to schedule use of the loading dock.

LOADING DOCK HOURS OF OPERATION:

9:00a.m. to 11:00a.m. or 1:30p.m. to 4:00p.m.
Monday through Friday (except holidays)

Please notify contact person if there is a change in the delivery date. For changes, delays, or assistance please contact CPSC as follows:

Administrative Services (301) 504-7085
Procurement Services (301) 504-7045

Upon arrival, the driver should use the intercom box at the loading dock to obtain assistance in using freight elevators and to gain access to CPSC security areas.

B. DELIVERY INSTRUCTION FOR SMALL ITEMS

When delivering or shipping small items, the contractor and/or carrier service shall report to the 4th floor lobby, North Tower, 4330 East West Highway, to sign in with the CPSC guard. Upon completion of signing in, the contractor shall deliver all shipments to the Mail Room, Room 516. After delivery, delivery personnel shall promptly depart the building.

MAIL ROOM HOURS OF OPERATION:

Monday through Friday (except holidays) – 7:30a.m. to 5:00p.m.

C. BILLING INSTRUCTIONS

Pursuant to the Prompt Payment Act (P.L. 97-177) and the Prompt Payment Act Amendments of 1988 (P.L. 100-496) all Federal agencies are required to pay their bills on time, pay interest penalties when payments are made late, and to take discounts only when payments are made within the discount period. To assure compliance with the Act, vouchers and/or invoices shall be submitted on any acceptable invoice form which meets the criteria listed below. Examples of government vouchers that may be used are the Public Vouchers for Purchase and Services Other Than Personal, SF 1034, and Continuation Sheet, SF 1035. At a minimum, each invoice shall include:

1. The name and address of the business concern (and separate remittance address, if applicable).
2. Taxpayer Identification Number (TIN).
3. Invoice date (use of invoice number in addition to invoice date is prudent but not required).
4. The contract or purchase order number (see block 2 of OF347 and block 4 of SF1449 on page 1 of this order), or other authorization for delivery of goods or services.
5. Description, price and quantity of goods or services actually delivered or renders.
6. Shipping cost terms (if applicable).
7. Payments terms.

All vendors please include the following information when invoicing for payment: ACH Vendor Information which includes the : Financial Institution, routing transit number, and depositor account number. In addition please specify whether account is a checking account or savings account.

8. Other substantiating documentation or information as specified in the contract or purchase order.
9. Name (where practicable), title, phone number and mailing address of responsible official to be notified in the event of a deficient invoice.

ORIGINAL VOUCHERS/INVOICES SHALL BE SENT TO:

Accounting Officer
Div. of Financial Services, Room 522
U.S. Consumer Product Safety Commission
Washington, D.C. 20207-9910

Invoices not submitted in accordance with the above stated minimum requirements will not be processed for payment. Deficient invoices will be returned to the vendor within seven days or sooner. Standard forms 1034 and 1035 will be furnished by CPSC upon request of the contractor.

D. PAYMENT

Payment will be made as close as possible to, but not later than, the 30th day after receipt of a proper invoice as defined in "Billing Instructions," except as follows:

When a time discount is taken, payment will be made as close as possible to, but not later than, the discount date. Discounts will be taken whenever economically justified. Otherwise, late payments will include interest penalty payments. Inquiries regarding payment should be directed to the Accounting Officer on (301) 504-7172 at the following address:

Accounting Officer
Div. of Financial Services, Room 522
U.S. Consumer Product Safety Commission
Washington, D.C. 20207-9910

Complaints related to the late payment of an invoice should be directed to Deborah Peebles Hodge, Director, Division of Financial Services at the same address (above).

E. INSPECTION & ACCEPTANCE PERIOD

The Commission at the destination point within three (3) working days after the date of receipt shall inspect all materials/services. The CPSC contact person will transmit disapproval, if appropriate.

F. ALL OTHER INFORMATION RELATING TO THE PURCHASE ORDER

CONTACT: William Graves @ (301) 504-7045 .

PROCESSING INSTRUCTIONS FOR REQUESTING OFFICES

The Purchase Order/Receiving Report (Optional Form 347 or Standard Form 1449) must be completed at the time the ordered goods or services are received. Upon receipt of the goods or services ordered, each item should be inspected, accepted (partial or final) or rejected. The Purchase Order/Receiving Report must be appropriately completed, signed and dated by the authorized receiving official. In addition, the acceptance block shall be completed (Blocks 32 a, b & c on the SF 1449 and column G and page 2 of the OF 347). The receiving report shall be retained by the requesting office for confirmation when certifying invoices.

PROPERTY/EQUIPMENT PURCHASES

In the case of Purchase Orders/Receiving Reports involving the purchase and receipt of property/equipment, a copy of the Purchase Order/Receiving Report must also be immediately forwarded directly to the Property Management Officer (Rey Garcia) in the Administration Services Branch (Room 520). The transmittal of Purchase Orders/Receiving Reports to the property management officer is critical to the integrity and operation of CPSC's Property Management System. Receiving officials should also forward copies to their local property officer/property custodian consistent with local office procedures.